

HOME OWNERS ASSOCIATION COMPLIANCE CHECKLISTS

HOA GENERAL INFORMATION

HOA Name	
NPC or Common Law	
CIPC No if NPC	
CSOS Reg No	CSOS / REG /
Type of Scheme	Residential / Farming / Commercial / Industrial
Type of Sections	

CHECKLIST (Part 1 of 3)

Item	Documentation	Yes	No
1.	Developer Present		
2.	Title Deed Conditions		
3.	A Copy of the Local Municipality Approval of the Development Conditions of Establishment		
4.	Record of Decisions (ROD) from the Provincial Department of Agriculture, Conservation and Environment		
5.	Environmental Management Plan for the Development		
6.	Water Use Licenses		
7.	Undeveloped Erven		
8.	Registered SG Plans		
9.	Approved MOI/Constitution		
10.	Approved Building Plans (Note: Must be obtained from Municipality)		
11.	Approved Conduct Rules		
12.	Approved Architectural and Landscaping Guidelines		
13.	Guidelines for Fibre To The Home (FTTH)		

VDM SERVICES

- ALTERNATIVE DISPUTE RESOLUTION
- CIVIL LITIGATION AND DEBT COLLECTION
- COMMERCIAL LAW
- CONVEYANCING AND PROPERTY TRANSFERS

- DECEASED ESTATES, TRUSTS AND WILLS
- DIVORCE AND FAMILY LAW
- EMPLOYMENT AND LABOUR LAW
- INSOLVENCY AND LIQUIDATION

- NOTARY PUBLIC AND NOTARIAL SERVICES
- PERSONAL INJURY AND PUBLIC LIABILITY
- PROPERTY LAW AND SECTION TITLE
- MARRIAGE AND MATRIMONIAL PROPERTY

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CHECKLIST (Part 2 of 3)

Item	Documentation	Yes	No
14.	Town Planning and Zoning Conditions		
15.	Services (Electricity, Water & Sewerage)		
16.	Bank Account Confirmation Letters <ul style="list-style-type: none"> • Admin Fund Account • Reserve Fund Account (optional) 		
17.	POPIA/PAIA Manuals + Information Officer Name & Details		
18.	Credit Control Policy		
19.	Lift/Electrical Compliance Certificate (if applicable) + Surge Protection on DBs		
20.	Fire Hydrant & Fire Extinguisher Compliance Certificate		
21.	Generator (if applicable)		
22.	List of Bondholders (Note: Will have to do a Deeds Search)		
23.	List of Members (IDs, emails, cell phone numbers)		
24.	List of Tenants (IDs, emails, cell phone numbers)		
25.	Power of Attorney for Juristic Person / Trust and duration		
26.	Levies to be charged: <ul style="list-style-type: none"> • Admin / Reserve / CSOS / Special / Other / Utility Recoveries etc. 		
27.	Approvals in place (Trustees / Directors, Ordinary, Special)		
28.	An Inventory of all Plant, Machinery and other HOA assets.		
29.	Court or Adjudication Orders		
30.	Important notices / correspondence from Managing Agent / Trustees / Directors		
31.	Contracts between HOA and Service Providers		
32.	CSOS Annual Returns Submission		
33.	CSOS Registration Certificate		

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CHECKLIST (Part 3 of 3)

Item	Documentation	Yes	No
14.	Income Tax Returns + Public Officer, Employee details, such as UIF / PAYE / COIDA		
15.	Contracts Register		
15.	Emergency and Disaster Management Plan		
16.	Procurement Policy		
17.	Access and Egress Control Policy		
18.	Vetting Enrolment Policy		
19.	Wildlife Management Policy (if applicable)		



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